

# ADMINISTRATIVE PROCEDURE

extended-opportunity programs and services; campus childcare services programs that teach English as a second language; and disabled student services.

5. Counseling and advisement concerning course selection.
6. Follow-up services and required advisement or counseling for students who are enrolled in basic skills courses and have not declared an educational objective as required, or who are on academic probation.

The district shall use assessment instruments that have been specifically authorized by the California Community Colleges Board of Governors.

### **Exemption from the SSSP Priority Enrollment Process**

New students who complete orientation, advisement, math and English placement tests, and an abbreviated student educational plan receive priority enrollment. Administrative Procedure 5055, Student Enrollment Limitations and Priorities, provides information on priority enrollment. Students who meet one of the criteria below can be exempt from the matriculation process but do not receive priority enrollment:

- A. The student was exempt during a previous semester.
- B. The student has earned an associate or higher degree from an accredited institution.
- C. The student has previously attended another college and/or indicated on the application for admission one of the following as an educational goal:
  1. Discover/formulate career interests, plans, and goals.
  2. Prepare for a new career (acquire job skills).
  3. Advance further in current job/career (update job skills).
  4. Maintain certificate or license (e.g. nursing, real estate).
  5. Personal interest; no intention to use credit for certificate, degree, or transfer.
  6. Complete credits for high school diploma or GED.

### **Exemption from Assessment (Testing Only)**

To be exempt from the assessment component of SSSP services, a student must meet one of the following conditions:

- A. The student has completed the prerequisite course with a grade of C or higher (transcript or grade report required) at another college for any math or English course(s) in which the student

- B. The student has taken an approved assessment test that can be used to meet the prerequisite for math or English course(s) in which the student wishes to enroll.

Exempt students are not required to participate in the SSSP services process, but are encouraged to do so. Exempted students do not earn early enrollment privileges.

### **Opt-Out Provision**

Students have the right SSSP